GUIDE TO ACCESS JOB OPPORTUNITIES
AND COMPLETING APPLICATIONS
This job application guide book has been created to assist you with applying for a position using the automated application process. If, after reviewing this document, or if you are an individual with a disability, and you need further assistance, you may contact the Human Resources Department at (209) 937-8233.
After turning on computer and opening up the web browser, insert:  [www.stocktongov.com](http://www.stocktongov.com). Under “Top Requests”, click on “City Jobs”.

You will be taken to the City of Stockton’s Human Resources Job Opportunities page. Scroll down to view current openings.
Select the position for which you are applying, and click on “Apply”.

Job Title: PLANT MAINTENANCE MACHINIST

Closing Date/Time: Thu, 03/17/16 5:30 PM Pacific Time
Salary: $4,428.04 - $5,383.56 Monthly
Job Type: Full-Time
Location: City of Stockton, California
FLSA: Non-exempt position, eligible for overtime compensation.

Monthly Salary Range: $4,428.04 - $4,650.16 - $4,882.74 - $5,120.52 - $5,383.56
FLSA Status: Non-Exempt
Tentative Exam Date: Week of 4/03/2016

Incumbents in this position are included in the Civil Service System, in a “for-cause” employment status, and are represented by Operating Engineers Local No. 3 Operations and Maintenance.

This recruitment is being conducted as an Open/Promotional recruitment. Current full-time City of Stockton employees may apply for this position as a promotional opportunity and successful candidates will be placed on a promotional list. All other candidates may apply for this position as an open competitive opportunity and successful candidates will be placed on an open list. The appointing authority will have the option of requesting names from the promotional list or a combination of both.

These lists may be used for 12 months or until exhausted.
To apply online for a position, you must create an account which includes your username and password. Click on “Create an account”.

Note: Remember to write this information down and keep it in a safe place for you to access when applying for City positions or other agencies that use NeoGov.
Click on the Apply tab and under the General Information section, input your contact information as required.
After inputting your information, click the “Save” button and begin inputting your personal information.

Click on the “Save” button and input your preferences.
If you failed to input required information, the system will indicate fields that require information. If this should occur, review your information to make sure you have answered or completed all required fields and then click the “Save” button again.

You will be given an opportunity to review your personal profile (personal information) again and to make changes, if necessary, select the “Edit” button on the right hand side of the screen. Click the “Next” button to proceed.
If your information is correct, you may now start building your work experience and education information into your application. For each of the sections, you will be able to add information such as: “Add work experience” or “Add education”. Click on these sections and input relevant information.
After inputting your information into each of the sections, you may click the “Save” button and “Next” to proceed. If you need to add additional information, you may do so by clicking on the + buttons. As you continue to update your information, your application will be built.
NOTE: If you are attaching a resume, the City’s policy is that a resume does not take the place of a completed application. Failure to complete an application will be grounds for rejecting an application.

All positions have required agency questions for applicants to complete. Please answer all questions completely.
Some positions will have supplemental questions. For those positions, you must complete this section to continue.

When you have completed the responses to the questions, you may click on “Proceed to review”.

You will have an opportunity to review your application and your responses to the requested information. If the application meets with your satisfaction, click on “Proceed to Certify and Submit”.

Attachments

Supported file types: doc, xis, pdf

Add supplermental attachment

Proceed to Certify and Submit
Review the Application Certification statement carefully. False representations made on an employment application may be grounds for rejection or termination after hire. In addition, completed applications are required. Once you have read and understand the statement, you may choose to “Accept & Submit” or “Decline”. If you decline, your application will not be submitted. Accepting acknowledges your understanding of the statement and your application will be submitted. If you have any questions that need clarification before accepting, you may contact the Human Resources Department at (209) 937-8233.

After clicking “Accept & Submit”, your application will be sent electronically to the Human Resources Department for review. Print this screen and save for your files. The system will notify you periodically by email as to the status of the application process. You will be notified if you are selected for testing or for an interview.

Good luck on your job search!